

<b>Job Title:</b>	Membership/Outreach Specialist	<b>Reports To:</b>	Membership Team Leader
<b>Department:</b>	Membership/Outreach	<b>Travel Required:</b>	Up to 75%
<b>Location:</b>	MI – Kalamazoo	<b>Status:</b>	Full-time, Non-exempt
<b>Salary:</b>	5	<b>Date Posted:</b>	November 28,2018
<b>To apply please include a cover letter, resume, or employment application. Applications accepted by:</b>			
<b>Subject Line:</b> Membership/Outreach Specialist – Kalamazoo <b>Website:</b> <a href="http://www.gshom.org/en/our-council/careeers.html">http://www.gshom.org/en/our-council/careeers.html</a> <b>E-mail:</b> <a href="mailto:hr@gshom.org">hr@gshom.org</a> <b>Fax:</b> (269)492-1439		<b>MAIL:</b> HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008	
<b>Job Description</b>			
<b>POSITION SUMMARY</b> Actively works to develop and increase girl and adult membership, promote the image of Girl Scouting in the community, increase visibility of Girl Scouting and broaden the base for community support. Serves as the primary point of contact for external audiences in assigned geographic region with a focus on recruitment of members, identification of Community Outreach partners and program partners. This individual will use their expertise of the assigned geographic territory to strategically identify prospects, make effective presentations and grow our membership and base of support. Responsible for the development, extension, management, and continuance of the Outreach Program within the assigned geographic location.			
<b>ESSENTIAL FUNCTIONS</b> Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. <ul style="list-style-type: none"><li>• Position will oversee membership in the cities of Kalamazoo and Portage and outreach in Kalamazoo.</li><li>• Office will be located in the Kalamazoo Regional Center.</li><li>• Promote Girl Scouting in the community in order to enhance the role and image of GSHOM, increase visibility, and attract new girl and adult members.</li><li>• Function as a positive and cooperative member of the Membership team and Heart of Michigan staff, sharing resources and expertise.</li><li>• Assist with development and implementation of recruitment, retention, and recognition strategies for girls and adult members in all segments of the population based on research and analysis of community demographics and needs.</li><li>• Supervise volunteers to deliver Girl Scout programs to adults and girls within assigned jurisdiction.</li><li>• Provide active support for the council plan of action by serving as recruitment and staff support for fund raising and Product Sales Program in designated area(s).</li><li>• Work within the assigned geographic area to assure the delivery of support service to the Area Management Team and all volunteers.</li><li>• Hire, train, supervise, evaluate, and schedule part-time outreach program facilitators. Prepare and conduct outreach program facilitator meetings.</li><li>• Obtain and maintain First Aid and CPR certification.</li><li>• Results driven to meet and exceed membership goals.</li><li>• Manage budget and expenses.</li></ul>			

- Design, implement, and evaluate outreach program curricula, activities, and trips based on the GSUSA National Program Portfolio. Coordinate curriculum with school personnel to ensure program supports learning objectives and is aligning with the Girl Scout Leadership Experience.
- Help Fund Development to identify funding needs as needed and assist in seeking out the funding and following through the grant process from start to finish.
- Ensure an annual outdoor experience for outreach program participants. Support and promote girl/troop attendance at camp.
- Promote Girl Scouting in the community in order to enhance the role and image of GSHOM, increase visibility, and attract new girl and adult members.
- Work with school administration, teachers, and community partners to increase girl participation within Girl Scouts, developing new ways of serving girls, especially underserved girls.
- Seek parental support/volunteer involvement in all aspects of the Outreach program. Provide opportunities for parental input and participation in all program activities.
- Support efforts for program sustainability by participating in annual fundraisers and all other events as assigned.
- Participate and assist Team Leader with the development and implementation of council action plans, budgets, and support the ongoing management systems of the council.
- Flexible schedule, including working many evening hours and weekends.
- Public speaking at meetings with community organizations and volunteers.
- Strong human relations, problem solving, and conflict management skills required both in person and on the telephone when speaking with volunteers, staff, and organizations throughout the community served.
- Willing to become a member of Girl Scouts annually.
- Other duties as assigned.

#### **COMPETENCIES**

- Customer Service Focused
- Personal Effectiveness/Credibility
- Leadership
- Collaboration Skills
- Results Driven
- Communication Proficiency
- Technical Capacity
- Flexibility

#### **EDUCATION AND EXPERIENCE**

- Bachelor's degree or equivalent experience in a related field.
- Minimum of three years' experience with non-profits and/or youth service organization preferred
- Sales experience preferred
- Experience with volunteer organizations with a knowledge of Girl Scouting preferred
- Past supervisory experience helpful
- Leadership experience
- Experience preferred with grant process

**WORK SCHEDULE**

- Full-time position and will work up to 40 hours each week
- More hours may be required during peak seasons
- Position requires candidates to work many evenings and weekends

**TRAVEL**

Must have own transportation and the ability to travel within the jurisdiction. Frequent travel within the council to various meeting locations with staff and volunteers. Travel is primarily during the business day and evening hours.

**WORK ENVIRONMENT**

Operates in a professional office environment including, but not limited to, schools, offices and community centers. Actively interacts with girls and engages them in programming. Will interact with volunteers, parents/guardians and site personnel. May be required to work outdoors on occasion in all types of weather from rain, snow, heat and cold. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and a point of sale system. Able to lift and/or manipulate up to 25 pounds.

**SUPERVISORY RESPONSIBILITY**

This position oversees temporary, part-time Outreach Program Facilitators.

**BENEFITS**

- Medical, Dental, Vision
- Employer Paid Life and Disability
- Voluntary Life
- Flexible Spending Account
- 403(b)
- Employee Assistance Program
- Vacation, Sick, Personal and Holiday Pay

**EQUAL EMPLOYMENT OPPORTUNITIES STATEMENT**

Girl Scouts Heart of Michigan provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



**Signatures**

This job description has been approved by all levels of management:

Manager\_\_\_\_\_

HR\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_